

SECTION 2

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APPLICATION FOR CNP PARTICIPATION

Participation in the National School Lunch Program, School Breakfast Program and Special Milk Program requires completion of the following items:

Food Service Agreement

The Food Program Service Agreement is a legal contract between the Arizona Department of Education and the Local Education Agency (LEA) participating in the program. Reimbursement may only be made to those LEAs who have a current agreement with the Arizona Department of Education. Under the terms of the agreement, the LEA agrees to:

1. Maintain a nonprofit food and/or milk service. Revenues received by the nonprofit school food service are to be used only for the operation of such food service, in accordance with 7 CFR 210.14.
2. Establish necessary rules and/or regulations to control the sale of foods in competition with program meals.
3. Promote activities to involve students and parents in the National School Lunch Program and School Breakfast Program.
4. Maintain a financial management system in accordance with standards set forth by the Arizona Department of Education, School Health and Nutrition Programs.
5. Limit the net cash resources of the nonprofit school food service to an amount that does not exceed three months average expenditures.
6. Price the meal as a unit, except in non-pricing programs where no charge is made. Claim no more than one (1) lunch/breakfast/after school care snack per child per day per meal service.
7. Serve meals/milk which meet the requirements of the program, as defined in 7 CFR 210.10.
8. Maintain menus and daily production records which document each meal's contribution to the meal pattern in accordance with the requirements of that meal pattern, as specified in 7 CFR 210.10.
9. Make meals/milk available at no cost or at a reduced price to children determined eligible to receive such benefits in accordance with USDA guidelines.
10. Count the number of free, reduced-price and paid reimbursable meals served to eligible children at the point of service.
11. Claim reimbursement only for meals/milk served to eligible children.

12. Review and analyze meal counts to ensure accuracy of the claims for reimbursement.
13. Submit claims within the time frame set forth by the Arizona Department of Education, School Health and Nutrition Programs. Claims shall be submitted on or before the 10th day of the month following the month for which reimbursement is claimed.
14. Maintain files of currently approved/denied free and reduced-price applications and Direct Certification match results.
15. Make available for review or audit all accounts and records pertaining to the School Nutrition Programs.
16. Operate School Nutrition Programs in compliance with the Civil Rights Act of 1964 as amended, and not segregate children during meal service on the basis of meal eligibility.
17. Maintain proper sanitation and health standards in the storage, preparation and service of food.
18. Accept and use, in as large quantities as can be efficiently utilized, donated food (commodities) offered by the USDA.

Free and Reduced-Price Policy Statement

This statement outlines regulations for determining children's eligibility for free and reduced-price benefits in the National School Lunch Program, School Breakfast Program and Special Milk Program. This policy statement is considered a permanent document and shall apply to the program(s) indicated on the most recent Food Program Service Agreement.

Sponsor Application and Site Application(s)

School Food Authorities shall submit a sponsor application and site application(s) via CNP Web at the beginning of each program year, prior to serving meals. A site application must be submitted for each site the sponsor is planning to operate in the current program year. A program year is defined as July 1 through June 30. The sponsor application and site application(s) must be approved by the Arizona Department of Education, School Health and Nutrition Programs prior to beginning meal service and prior to submitting a claim for reimbursement. On each site application, it is required to put the first serving day as the beginning program date and the last serving day as the end program date.

Parent Letter, Free and Reduced-Price Application and Notification Letter

LEAs may download an approved prototype Parent Letter, Free and Reduced-Price Application, and Notification Letter at: www.ade.az.gov/health-safety/cnp/nslp/parentforms. Prototype forms are updated annually, prior to the beginning of the program year. It is the responsibility of the LEA to ensure that current program year forms are being utilized. LEAs that choose to use these prototype forms are not required to submit copies of the Parent Letter, Free and Reduced-Price Application, and Notification Letter to ADE. However, if an LEA elects to develop their own Parent Letter, Free and Reduced-Price Application, and/or Notification Letter, or modify the

prototype document(s), all changes and/or modifications must be approved by the Arizona Department of Education, School Health and Nutrition Programs prior to distributing these documents to households. For additional information, refer to the *Free and Reduced-Price Policy Manual*.

Meal Counting and Point of Service

Current procedures for meal counting and point of service must be indicated on the CNP Web Sponsor Application, Section 6, Meal Counting and Point of Service. Any changes to the meal counting and/or point of service will require that the LEA revise Section 6 to reflect such changes and submit a new Sponsor Application.

After School Care Snack Program Eligibility Application

Sites that meet the eligibility criteria required to operate the After School Care Snack Program (see below) and intend to operate the After School Care Snack Program must complete Section 10, After School Snack Program, on the site application.

CRITERIA FOR ELIGIBILITY FOR THE AFTER SCHOOL CARE SNACK PROGRAM

Eligible Programs

After school care programs must be operated by a school that is eligible to operate the NLSP. The purpose of these programs must be to provide care in after school settings. After school care programs must be organized to provide children with regularly scheduled activities in a setting that is structured and supervised (“regularly scheduled” does not mean that the program must occur daily).

Eligible programs must include education or enrichment activities in an organized, structured and supervised environment. It must be stressed that any extracurricular activities such as the school choir, debate team, drama society, et al. can qualify to participate under this provision only if their basic purpose is to provide after school care as defined above. It must be emphasized that under no circumstances can athletic programs participating in interscholastic sports be approved as after school care programs under this provision (i.e. JV Basketball, Varsity Soccer, Swim Team, etc.). However, programs that include supervised athletic activity in conjunction with education or enrichment activities may participate. Eligible programs must be open to all students and must not limit membership for reasons other than space or security considerations, or, where applicable, licensing requirements.

Eligible Sites

The after school care program must be operated by the school and not some other organization, although the school does not have to use the school’s personnel or school facilities to qualify. However, the school must retain final administrative and management responsibility for the program, including the program site. Furthermore, the Local Education Agency providing site oversight must enter into agreement with the State Agency and must assume full responsibility for

meeting all program requirements. The school may then, if it wishes, arrange with another organization to perform the day-to-day operations.

Residential Child Care Institutions (RCCI's) and boarding schools that participate in the NSLP are eligible to operate the After School Care Snack Program as long as the above criteria are met.

MEDIA RELEASE

At the beginning of each program year, the Arizona Department of Education provides the news media with an announcement notifying the public of the availability and eligibility criteria of the National School Lunch Program, School Breakfast Program and Special Milk Program.

The sponsor is responsible for submitting a public press release to local unemployment offices and major employers with impending layoffs located in the attendance area of the school.

Copies of the public release must be made available upon request to any interested person. A sample media release is available in the *Free and Reduced-Price Policy Handbook*.